

STATINTL

NAME : [REDACTED]

OFFICE : OP(RA)R&B (Management Section)

ADMINISTRATION DIRECTORATE REVIEW: TRENDS AND HIGHLIGHTS

Evaluation

In order to enhance the usefulness of the Trends and Highlights Course to you and future participants, a continuing process of evaluation is necessary. We ask your cooperation in assisting us in keeping the course responsive to the needs of the participants.

COURSE OBJECTIVE

The objective of the course is to update Deputy Director for Administration careerists' knowledge and understanding of current activities, problems and trends in the Directorate and its various offices.

A. Please indicate on this numerical scale how well in your estimation, the course has met its objective. (Number 1 is the lowest, number 7 is the highest.)



B. What was the most useful segment of the program to you in your present assignment? The least useful? Please describe how you see the program benefiting you.

STATINTL Most useful - [REDACTED]

Records Management

I think this idea of micro-filming records will be useful to my job. A retiree's file becomes overloaded with papers during retirement processing. Then correspondence over the years compounds the problem. The CIARD's retirement section of files can only become larger - thereby using more space (safes or shelf-filing) which means allocated funds will be used for floor space rather than new equipment or other things.

Least useful - (to my job) Technical Counter measures ([REDACTED]) - Training
in Agent + Staff Communications. Although I probably will not be able to use the information from either class - I thoroughly enjoyed
(See Reverse Side)

Both Classes

C. Did you feel the session on the Administration Directorate/ Management & Advisory Group (AD/MAG) was beneficial? Why?

Yes - I don't remember hearing about this group previously - if I did hear about it, I didn't realize its usefulness.

D. Other Comments:

Thanks for the opportunity of seeing that there is more to CIA than PERSONNEL - and the opportunity to meet people from other divisions and hear about other jobs.